



# CIVILIAN PERSONNEL FACT SHEET

## LINKS

### **Benefits and Entitlements Service Team (BEST):**

Access the BEST main menu where you can:

- Find out eligibility information on health insurance, life insurance and TSP
- Find out how to contact BEST and reach to a counselor
- Obtain beneficiary forms

<http://www.afpc.randolph.af.mil/dpc/BEST/menu.htm>

BEST Employee Benefits Information System (EBIS) Web Transactions:

This is where you go to complete your open season transactions

[http://www.afpc.randolph.af.mil/dpc/BEST\\_GRB/EBIS.htm](http://www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm)

### **Other ways to contact BEST:**

Overseas Toll Free Number: 00800 19972378 from Germany

(Other countries contact the Civilian Personnel Flight at DSN 480-2008)

Overseas Email Address: Best@afpc.randolph.af.mil

For information, you may also visit each website at:

Federal Employees' Health Benefits (FEHB)

<http://www.opm.gov/insure/health/index.htm>

Federal Employees' Group Life Insurance (FEGLI)

<http://www.opm.gov/insure/life/>

Thrift Savings Plan (TSP), (504) 255-8777

<http://www.tsp.gov>

### **Retirement Information:**

Office of Personnel Management Retirement Homepage: 1-888-767-6738

<http://www.opm.gov/retire/index.htm>

Retirement Forms

[http://www.opm.gov/forms/html/ff\\_sf.htm](http://www.opm.gov/forms/html/ff_sf.htm)

<http://www.opm.gov/forms/html/opm.htm>

### **OPM Sites:**

Great information on personnel matters.

Office of Personnel Management Homepage:

<http://www.opm.gov>

Office of Personnel Management—Forms Index:

<http://www.opm.gov/forms>

Office of Personnel Management—Topics Index:

<http://www.opm.gov/html/topics/htm>

### **PERMISS**

HQ USAF/DPC Personnel Management Information Support System

A guide to personnel processes – a useful guide for managers

Click on Civilian Subject Areas where you will find information on Within-Grade Increases, Accrual of annual leave and sick leave, and lots more!

<http://www.afpc.randolph.af.mil/permmiss>

### **DoD Civilian Personnel Manuals**

<http://www.cpms.osd.mil/cpm/cpm.html>

### **Other sites:**

Palace Compass Homepage:

<http://www.afpc.randolph.af.mil/palacecompass>

HQ Air Force Personnel Center:

<http://www.afpc.randolph.af.mil>

Civilian Personnel Management Services

<http://www.cpms.osd.mil>

Ramstein Civilian Personnel Office Homepage:

<http://www.ramstein.af.mil/435mss/cpo/>

Finance:

<http://www.dfas.mil>

Social Security Office:

<http://www.ssa.gov>

Office of Special Counsel Information

[www.osc.gov](http://www.osc.gov)